The Westmoreland County Tax Collection Committee (WCTCC) met on Tuesday, October 28, 2014, in the Commissioners' Public Meeting Room at the Westmoreland County Courthouse, 2 North Main Street, Greensburg, PA.

CALL TO ORDER: The WCTCC Chairman Scott Sistek called the meeting to order at 6:30 p.m. with the following members present:

WCTCC Chairman	-Scott Sistek	-New Stanton Borough, Hempfield School District, Sewickley Township
WCTCC Treasurer	-Diane Figg	-East Huntingdon Township, Everson Borough-Fayette County Southmoreland School District, Scottdale Borough
WCTCC Assistant Secretary & Open Records Officer	-Caprice Mills	-Donegal Borough, Mt. Pleasant Township, Cook Township, Donegal Township, Mt Pleasant Borough, Mt. Pleasant Township, South Huntingdon Township
WCTCC Solicitor	-John Prorok	
Jennifer Callahan	-Burrell School District, Lower Burrell City	
James J. Meyer	-Greensburg Salem School District	
Jon Perry	-Franklin Regional School District	
Dan Watson	-Greater Latrobe School District	
Wayne Wismar	-Hempfield Area School District	
Dr. Matthew Hutcheson	-Jeannette City School District	
Peggy Gillespie	-Kiski Area School District	
Martin Stovar	-Penn Trafford School District	
Michael Wrobleski	-Yough School District, West Newton Borough	
Susan Trout	-City of Greensburg, City of Greensburg-Hempfield Township	
Alex Graziani	-Latrobe City	
Beth Kepple	-Delmont Borough-Franklin Regional and Greensburg Salem School Districts	
James Morgan	-Manor Borough	
Diane Heming	-Murrysville Borough	
Vincent DeCario	-Derry Township	
R. Douglas Weimer	-Hempfield Township	
Kim Thomas	-Ligonier Township	
John M. Shepherd	-North Huntingdon Township	
Mary Ralston	-Parks Township -Penn Township	
Melissa Cortileso	-Upper Burrell Township	
Judy Gilpin	-Upper Tyrone Township	
John Habel III	-Washington Township	
Walter Geiger	-Arona Borough	
Paul Fry	-Ligonier Borough, Laurel Mountain Borough, Ligonier Township	
Margaret Graham	-New Alexandria Borough	
Kevin Fajt	-South Greensburg Borough	
Paula Mazurek	-Youngwood Borough	

A quorum was present (67.69%).

PLEDGE OF ALLEGIANCE

APPROVAL OF MINUTES-Mary Ralston **MOVED** to approve the minutes from the May 22, 2014 WCTCC Meeting, and Margaret Graham **SECONDED.** No discussion. **Motion carried.**

PUBLIC COMMENT-For the record there was no public comment offered at tonight's meeting.

AGENDA-Consideration of a Three-Year Contract Continuation with Berkheimer. Scott Sistek stated this was a unanimous recommendation approved by the members present at the October 28th Operating Board Meeting held prior to this meeting to consider a three-year contract which includes the extension; reducing the rate from 1.45% to 1.42% collection; and also will include calendar year 2015 which was previously agreed to for a one-year extension with the reduced rate of collection at 1.42% and continue that rate for calendar years 2016, 2017 and 2018. Mr. Sistek continued stating that if Berkheimer should enter into any new or amended agreement during the term of the extension with another TCC with similar collections and demographics, they will agree to offer the identical rate to the WCTCC for the duration of the extension. Mr. Sistek also noted their payment processing timeline is calculated from the time a piece of mail arrives at their facility; it is not calculated from the date the piece of mail is opened. Solicitor Prorok stated the approval of the three-year contract would be valid according to the WCTCC Bylaws. Diane Figg reported that Southwest Regional Tax Bureau, handling Fayette County, pays 2.25%; another TCC using Keystone Collections is paying 1.39%. Ms. Figg continued stating there is not a significant difference between 1.39% and 1.42% and the savings for the year would be $26,000. Ms. Figg also noted the savings from extending the contract would supplement the assessments that will have to be charged starting in 2016. Susan Trout **MOVED** to consider the three-year continuation of the contract with Berkheimer subject to a final review and approval by the Solicitor, and Vincent Decario **SECONDED.** No further discussion. **Motion carried with 58.94% approval.**

NOTE-Meeting Dates and Times for 2015 and January 2016. Scott Sistek reported the meeting dates and times are listed and were emailed. There will be a change in venue and the time will be moved to the morning for the quarterly meetings; they will be held at the Intermediate Unit. The monthly Operating Board meetings other than those that coincide with the full WCTCC quarterly meetings will be held at the Westmoreland County Department of Public Works building on Donahue Road. Mr. Sistek also reminded the committee to make certain the delegates on the list reflect those that are currently recommended by their respective governing bodies, and in January when this full WCTCC reconvenes the appointment and/or reappointment of the Operating Board members will be voted on for the year 2015.

OPEN BOARD DISCUSSION-Walter Geiger, Arona Borough, posed a question to Berkheimer representative, Sean Perry, as to why he wasn't contacted when a situation arose regarding $15,000 in checks that were not cashed. Mr. Perry responded that the contact he uses is the President of Council; he does not have the delegate information and he talks directly to the borough itself. Mr. Geiger recommended having another confidential backup contact so there is no miscommunication in the future and Mr. Perry agreed to obtain that information after the meeting.

ADJOURNMENT-A motion was made to adjourn the meeting.

Respectfully submitted,

Caprice Mills
WCTCC Assistant Secretary
& Open Records Officer